

SECTION 1001 – GENERAL INSTRUCTIONS AND REQUIREMENTS

1001.01 -- General

Materials used in Department contracts shall meet the requirements prescribed in Division 1000.

1001.02 -- Certified Tests

1. Most certified tests, sampling frequencies, and material certifications are identified and their procedures outlined in the *NDR Materials Sampling Guide* and the *Standard Method of Tests*.

2. a. The contract shall identify other certification tests which are required and the number of copies of certification reports to provide.

b. Certificates of compliance shall be signed by the manufacturer's authorized representative and indicate the representative's job title.

c. Manufacturer's certified tests, reports, and certificates of compliance shall show:

- (1) The project number.
- (2) The name of the Contractor.
- (3) Data analyzed (reports only).
- (4) Tests performed.
- (5) The quantity of material covered. (Indicate lot numbers.)
- (6) The NDR specifications that the product is in compliance with.
- (7) Signature and title of an authorized representative.

3. a. Materials which must be documented by a certificate of compliance, certified tests, or test reports, shall not be incorporated into the work until such documents have been delivered to the Engineer and verified for compliance.

b. The Contractor will be notified by letter from the Engineer that the material is approved for use in the project.

1001.03 -- NDR Approved Products List

1. Materials identified on the NDR Approved Products List may be incorporated into the work by notifying the Engineer of the specific brand name that is to be used.

2. Materials identified on the NDR Approved Products List do not require a certificate of compliance or certified test report unless the need for such a document is specifically identified in the list or these *Specifications*.

3. Materials added to the NDR Approved Products List after the letting date of a project may be incorporated into the work even though they were not listed on the letting date.

4. Materials not identified on the NDR Approved Products List may be used, provided:

a. The specifications or special provisions specify that the material must meet appropriate ASTM, AASHTO, Federal, other specifications, and;

b. There are no other NDR specification requirements such as required testing by NDR prior to use, and;

c. A certificate of compliance and/or certified test report is submitted to the Engineer by the Contractor prior to incorporating the material into the work.

5. a. Suppliers and vendors with materials that may qualify for addition to the NDR Approved Products List may use the New Products Evaluation Request Form found at our Department website, or should contact the Physical Testing Section, NDR Materials and Research Division, at (402) 479-4746, for the required material and/or documentation submittal requirements.

b. Products may also be submitted on-line, through the Department's web site.